

## Standards Committee Submittal Sheet

Name of preparer: \_\_\_\_\_

Title/Position of preparer: \_\_\_\_\_

Specification/Drawing/Item Title: \_\_\_\_\_

Specification/Drawing Number: \_\_\_\_\_

**Enter appropriate priority level:**

(See last page for explanation) \_\_\_\_\_

Sheet not required on editorial or minor changes to standards. Check with Standards Section.

### NOTES:

1. All Submittal Sheets must be completed and sent to the Standards and Specifications Section by the Standards Committee suspense date as shown on the Web.  
(<http://www.udot.utah.gov/index.php/m=c/tid=303>)
2. The Preparer of the Submittal Sheet or the Standards Committee member (or authorized substitute) responsible for the submittal must be present at the Standards Committee meeting and capable of discussing and answering all questions related to the submittal. The item will be postponed to a later meeting if one of these people is not present.
3. Notify the Standards and Specifications Section immediately of any changes that impact the presentation to include absence of sponsor or delay in presentation.

Complete the following: (Use additional pages as needed.)

- A. Why? Detail the reason for changing the Standard (Specification or Drawing), what has initiated a new Standard, or what has caused a new or changed item of interest.
  
  
  
  
  
  
  
  
  
  
- B. How is Measurement and Payment handled? Existing (from the measurement and payment document), modified, or new measurement and payment to be included with all Standard Specifications or Supplemental Specifications.

C. Stakeholder Notification for AGC and ACEC:

By email provide the AGC and ACEC Standards Committee member a copy of all pertinent information relating to the specification or drawing. Detail all responses below. Indicate if no comments were received.

Note: There is a two-week response time set for this item.

Refer to the Standards Committee Web site, Members page at <http://www.udot.utah.gov/index.php/m=c/tid=659> for the respective e-mail addresses.

AGC Comments: (Use as much space as necessary.)

ACEC Comments: (Use as much space as necessary.)

D. Stakeholders? From the list provided, document the stakeholders contacted, detailing: the company, name of contact, how contacted (by phone, email, hard copy, or in person), concerns, and comments of the change. Stakeholders:

Note: There is a two-week response time set for this item. Allow Stakeholders two weeks to process and respond to coordination requests. All areas should try to complete review and comment as soon as possible but within two weeks.

In-house (for example, preconstruction, materials, construction, safety, design, maintenance) (Include all applicable in-house areas even if not listed above.)

Construction Engineers

Contractors (Any additional contacts beyond “C” above.)

Suppliers

Consultants (as required) (Any additional contacts beyond “C” above.)

FHWA (To be accomplished as part of the two-week process before submitting to the Standards and Specifications Section for inclusion on the Standards Committee agenda.) (This is in addition to the requirements of UDOT Policy 08A5-1, procedure 08A5-1.3.)

Others (as appropriate)

- E. Other impacted areas, systems, or personnel. (Consider all impacts and possible changes to these areas during the preparation process. Coordinate with all appropriate areas for the respective item. List all impacts and action taken.)
  - 1. Minimum Sampling and Testing Guide (MS&T Guide)
  - 2. Business Systems (Electronic Bid System, Project Development Business System, Electronic Program Management, Computer-Aided Drafting and Design, etc.)
  - 3. Implementation Plan (Provide detailed instructions on how the subject item will be implemented to include notification of all interested parties and training requirements.)
- F. Costs? (Estimates are acceptable.)
  - 1. Additional costs to average bid item price.
  - 2. Operational (For example, maintenance, materials, equipment, labor, administrative, programming).
  - 3. Life cycle cost.

- G. Benefits? (Provide details that can be used to complete a Cost – Benefit Analysis.) (Estimates are acceptable.) (If no costs, what is the benefit of making this change?)
- H. Safety Impacts?
- I. History? Address issues relating to the current usage of the item and past reviews, approvals, and/or disapprovals.

## Priority Explanation

Enter the appropriate priority in the box on the first page of the document.

- Priority 1      Upon posting, this impacts all projects in construction and design with a Change Order, Addenda, and immediate change to projects being advertised.
- Priority 2      Upon posting, this impacts projects being advertised.
- Priority 3      Upon posting, the approved standard takes effect **four weeks** later for projects being advertised.